

FIRE PREVENTION PRACTICE #2.8

September 1, 1991

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: SUBPOENAS FOR COURT APPEARANCES

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Inspectors who are served subpoenas for a civil or criminal case, which are unrelated to city enforcement, must have the subpoena reviewed and approved by the Fire Marshal before taking time from work duties to appear.

Any cash or checks accompanying the subpoena must be signed over to the City. Inspectors should never accept or retain fees for any type of city business.

ejd

cc: Gary Trudeau
Cindy Menten

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